

Shovel Ready Guidelines

(10/16/06)

General Information

The Shovel Ready Program lowers the cost of site development, improves efficiency of state permitting and enhances the marketability of the site. Because site information is available before development, potential risks of investing and improving new land are reduced for businesses.

The goals of the Shovel Ready Program are to:

- Certify sites to expedite the location and permitting processes for business development
- Help local communities identify and prepare sites for economic development
- Identify and fast track the state, federal and local permits necessary for a specific site dependent on the end user

The Indiana Economic Development Corporation (IEDC) will lead the program administration of Shovel Ready and will utilize the Fast Access Site Team (FASTeam) to deliver the fast-track permitting at the State level. The FASTeam includes representatives from the IEDC, the Indiana Department of Natural Resources, the Indiana Department of Environmental Management, the Indiana Department of Transportation, the Indiana State Department of Health, the Indiana State Department of Agriculture and the Indiana State Department of Homeland Security.

Selection Criteria

Applicants for Shovel Ready will be competitively evaluated and certified based on the information submitted in the application. The IDEC is committed to maintaining a diverse selection of certified sites, including both greenfield and remediated sites. Diversity factors include community size, type of development project and geography. There is no minimum or maximum acreage requirement.

Minimum Standards

The minimum standards listed below must be met for a site to be considered for certification:

- Executive-level community support from a local elected official, including mayor, county commissioner or town council president
- Ownership of property clearly identified. Property should be owned or optioned by local economic development organization, local unit of government, developer, end user or utility that serves site.
- Maps:
 - Topography maps of site
 - Arial map
 - ALTA map (if available)
 - Site map identifying site layout
- Infrastructure in place at site:
 - Primary infrastructure includes: roads, electric, gas, high speed communications (including broadband), wastewater/sewer and public water supply (an appropriate capacity for each item will be determined)
 - Secondary infrastructure includes: air, rail, highway access

- Phase I Environmental assessment of property and Phase II evaluation (if indicated)
 - Remediated sites provide documentation of liability protection
- Wetlands survey complete (IDEM - State, Army Corps – Federal)
- Identify water bodies and receiving streams associated with the site
- Obtain necessary approval from Fire Marshall for existing structures on site
- Local zoning is consistent with proposed use of Shovel Ready site
- Document commitments from local government agencies to “fast track” remaining permits and required approvals, including:
 - Use permits, variances and approval of development plans
 - Expedite scheduling of public hearings
 - Local building inspections or construction permits when a specific business has been identified
 - Local driveway permits, access plans, right of way dedication
 - Traffic impact study (if required)
 - Local zoning is consistent with selected industry profile(s)
 - Drainage plans
 - Occupancy certificates

Deadlines and Procedures

Applications with all relevant attachments for the Shovel Ready Program are due on the dates outlined on the IEDC website. Four paper copies of the application, including one original copy, and one computer disk copy (CD) of the application should be submitted to: **Indiana Economic Development Corporation, attention: Brad Moore, One North Capitol, Suite 700, Indianapolis, IN, 46204.** Incomplete applications will not be considered.

The IEDC will review the applications for completeness and use a pre-approved scoring system to rank the applicants. The FASTeam will evaluate and approve the applicants. If you submit a complete application and do not receive certification for the current scoring round, you may reapply for Shovel Ready certification using your existing application for up to a one-year period. In order to reapply, you must send a cover letter and any material changes to your original application.

The applicant will be required annually to notify the IEDC of any changes or deviations, such as zoning or infrastructure changes, from their original application. Failure to submit updates could lead to the loss of the Shovel Ready certification.

If awarded Shovel Ready certification, the site information will be listed on the Indiana Statewide Site and Building Database Management System. A requirement of ongoing Shovel Ready eligibility will be to stay in compliance with the reporting requirements of the Site and Building Database Management System.

To learn more about the Shovel Ready Program, visit the IEDC website at <http://www.in.gov/iedc/shovel/index.html> or contact **Brad Moore** at bmoore@iedc.in.gov or by phone at **(317) 233-6796**.

These guidelines may be modified at any time by the IEDC to address demand and other issues to promote the effective and efficient administration of the Shovel Ready Program.

Shovel Ready Application Scoring (200 possible points)	Points
Community Support (maximum points possible 30)	
10 points for each additional letter	30
Infrastructure (maximum possible points 60)	
Gas service to property line	10
Electric service to property line	10
Water service to property line	10
Wastewater/Sewer service to property line	10
High speed communication services to property line	10
Road access appropriate for selected industry profile to property line	10
Roads not to property line, but funding has been identified to immediately implement engineering for access appropriate for selected industry profile	5
Waters of the State (maximum points possible 15)	
Delineation performed and verified by the USACE, no waters on the tract	15
Delineation performed and verified by the USACE, waters on the tract (ex - wetlands, streams, lakes) but impacts will be avoided	10
Qualifies for a general permit, mitigation not required or impacts are temporary	5
Floodplain (maximum points possible 10)	
Completely out of flood plain	10
Zoning (maximum points possible 15)	
Zoned to meet industry profile	10
Proper use – meets the local comprehensive zoning plan	5
Environmental (maximum points possible 10)	
Phase One complete - no action needed or remediation complete	10
Geographic Distribution (maximum points possible 15)	
This is the only project from a three county area seeking Shovel Ready certification	15
This is the only project from a two county area seeking Shovel Ready certification	10
This is the only project from this county seeking Shovel Ready certification	5
Economic or Community Development Potential for Site (maximum points possible 45) (limit to two typed pages)	45
Applicants should focus on one or more of the following:	
○ Address the marketability of the site and county average wage info	
○ Long term plans for the property, including its place in the overall economic and community development plans of the community	
○ Potential for project success based on formal contracts or designated funds to accomplish remediation and redevelopment, if applicable	
○ Impact project will have on overall economic development plans of community, including potential increases to taxes, job creation, investment in project property, and rail access.	
○ Impact project will have on overall economic development plans of the community, including the creation, preservation, or addition to a park, greenway, recreational facility, or other local benefit	